

# County & City Engineer's Bridge Inventory Reporting (Form 107) Instruction Guide

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**UPDATED AS OF:**

**April 2018**

Prepared by the  
Iowa Department of Transportation  
Strategic Performance Division  
Office of Analytics

## **DEFINITION OF A STRUCTURE**

To qualify as an NBI structure, a structure must comply with the following definition:

*“A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track or passageway for carrying traffic or other moving loads, and **having an opening measure along the center of the roadway of more than 20 feet between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes**; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.”*

## **A FORM 107 MUST BE COMPLETED FOR ALL NEW STRUCTURES, REPLACEMENT STRUCTURES, AND/OR REMOVALS OF STRUCTURES TO THE INVENTORY.**

### **REPORTING CHANGES TO THE INVENTORY**

Additions, along with replacements and removals, are to be **reported when completed** via the link to the electronic Form 107 on <https://siims.iowadot.gov/>. The federal mandate states that new structures must be reported and NBI data populated when open to traffic.

You will not receive an annual inventory listing or request for structure updates. Updates to the inventory should be made throughout the year based upon the above paragraph. You may view your asset list through the SIIMS application at any time.

### **NEW STRUCTURES ADDED TO INVENTORY**

A new structure that meets the above definition should be added to the inventory when it is new to a location due to new construction or realignment of a route. If a bridge is removed and another one constructed in the same place, a replacement form should be completed. You should not complete a removal form and a new form for these types of structures. If applicable, please measure and report the **NEW** vertical clearances.

### **REPLACEMENTS OF STRUCTURES IN INVENTORY**

Replacements are defined as being structures where the location of a new bridge is the same as a previous structure. If the structure qualifies as a replacement, location information is not needed on the Form 107. When you enter the original FHWA number, the form will pre-populate with data associated with that structure. It is imperative to add the new length and year built for the replacement structure. When replaced with a new FHWA number, the original number will be archived in SIIMS. If applicable, please measure and report the **NEW** vertical clearances.

### **REMOVAL OF STRUCTURES FROM INVENTORY**

Problems have arisen with the distinction between the removal process and the closure process. If a structure is replaced by a structure that is 20 feet or less OR is physically removed and not replaced, it is

considered a **REMOVAL**. Only removals require a Form 107. **Closures** must be updated in the SIIMS application. Any structure that is closed to traffic should be noted as “closed” (K) under NBI Item 41 in SIIMS. No Form 107 is required for open/closed status change. These closures will remain on the inventory list, but will be carried as “closed only” in our records until such time the structure is replaced, removed, or repaired. The FHWA allows closed structures to remain in their inventory for a maximum of 10 years to collect federal aid in the event the structure is replaced and/or reopened in the future.

### **REQUIRED FIELDS ON THE FORM 107 WITHIN ADOBE LIVE CYCLE**

1. Indication of BRIDGE OWNER
2. Indication of ADDITION/REPLACEMENT/REMOVAL
  - If removal, please state why the structure is being removed from the inventory
3. Indication of NBI STRUCTURE (Item 112) Indicate YES or NO
  - If NO, please explain why it is not an NBI structure
4. LENGTH OF STRUCTURE IN FEET (Item 49)
  - Structure length is the length of the roadway which is supported on the bridge structure. The length should be measured back to back of backwalls of abutments or from paving notch to paving notch.
  - Culvert lengths should be measured along the center line of the roadway regardless of their depth below grade. Measurement should be made between inside faces of exterior walls.
5. LAT/LONG
6. SECTION/TOWNSHIP/RANGE (for new structures)
7. LOCATION DESCRIPTION (Item 9) (distance and direction from nearest intersection)
8. FACILITY CARRIED (Item 7)
9. FEATURE INTERSECTED (Item 6)
10. COUNTY or CITY bridge is located within (Item 3/Item 4)
11. COUNTY BRIDGE NUMBER (optional)
12. YEAR BUILT (Item 27)
13. DATE REPORTED
14. SUBMITTER’S NAME
15. SUBMITTER’S EMAIL
16. Indication of BRIDGE OWNER
  - If you are not the Bridge Owner or are completing the form on behalf of the Bridge Owner, please enter the name of the Bridge Owner
17. Indication of PROGRAM MANAGER
  - If you are not the Program Manager or are completing the form on behalf of the Program Manager, please enter the name of the Program Manager
    - **Program Managers are assigned by Bridge Owner only (eg. County or City) and are approved through the Office of Bridges and Structures “*Bridge Inspector Form*”**  
<https://siims.iowadot.gov/>

18. MINIMUM VERTICAL CLEARANCE OVER STRUCTURE (Item 53) *required if* under another route and/or feature:

a. Example of feature: TRUSS over structure



b. Example of feature: OVERPASS over structure



19. MINIMUM VERTICAL CLEARANCE UNDER STRUCTURE (Item 54) *required if* over another route and/or feature:
- a. Example of feature: ROAD or RAILROAD beneath structure



PLEASE MAKE SURE THE APPROPRIATE STAFF REPORT ALL VERTICAL CLEARANCE CHANGES FOR A STRUCTURE ON THE VERTICAL CLEARANCE FORM TO [JODI.CLEMENT@IOWADOT.US](mailto:JODI.CLEMENT@IOWADOT.US). The form may be found at the following link: <http://intforms/FormsMgt/External/220206.pdf>. Please contact Jodi if you would like more detailed instructions with examples.

### **CHANGES TO STRUCTURE DATA**

Please update any structure data, including inspection data, through the SIIMS application at the following link: <https://siims.iowadot.gov/>.

If you discover incorrect values in SIIMS within fields that you are unable to edit, please contact:

Jodi Clement, Structure & Rail Crossing Data Maintainer

Office of Analytics

[Jodi.Clement@iowadot.us](mailto:Jodi.Clement@iowadot.us)

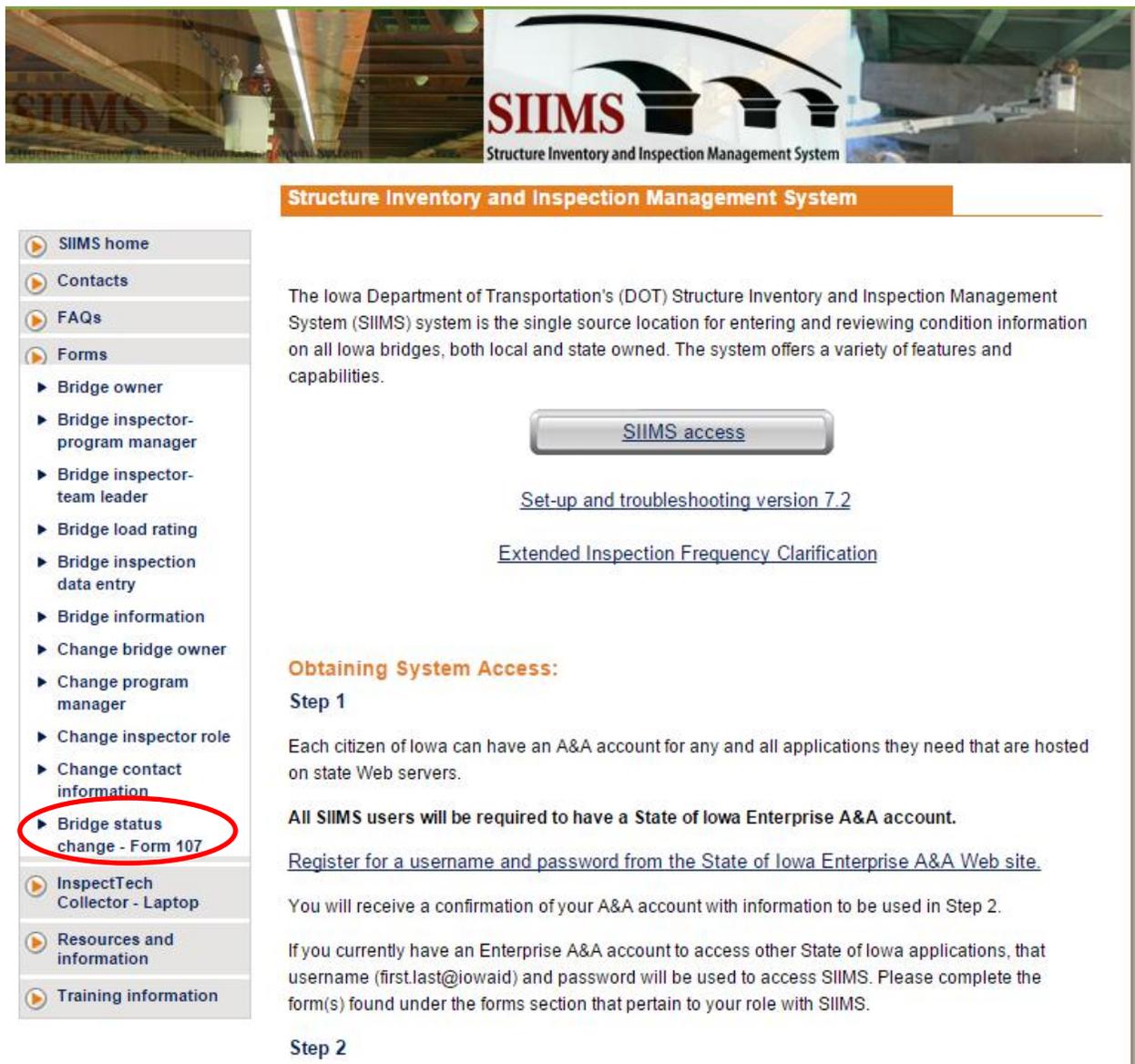
515.233.7741

# Adobe LiveCycle Process for Bridge Survey Report – Form 107

The following link will direct you to the Bridge Survey Report – Form 107:

<https://siims.iowadot.gov>

1. Select the “Forms” Tab on the left side of the page and then click on “Bridge status change – Form 107”



**Structure Inventory and Inspection Management System**

The Iowa Department of Transportation's (DOT) Structure Inventory and Inspection Management System (SIIMS) system is the single source location for entering and reviewing condition information on all Iowa bridges, both local and state owned. The system offers a variety of features and capabilities.

[SIIMS access](#)

[Set-up and troubleshooting version 7.2](#)

[Extended Inspection Frequency Clarification](#)

**Obtaining System Access:**

**Step 1**

Each citizen of Iowa can have an A&A account for any and all applications they need that are hosted on state Web servers.

**All SIIMS users will be required to have a State of Iowa Enterprise A&A account.**

[Register for a username and password from the State of Iowa Enterprise A&A Web site.](#)

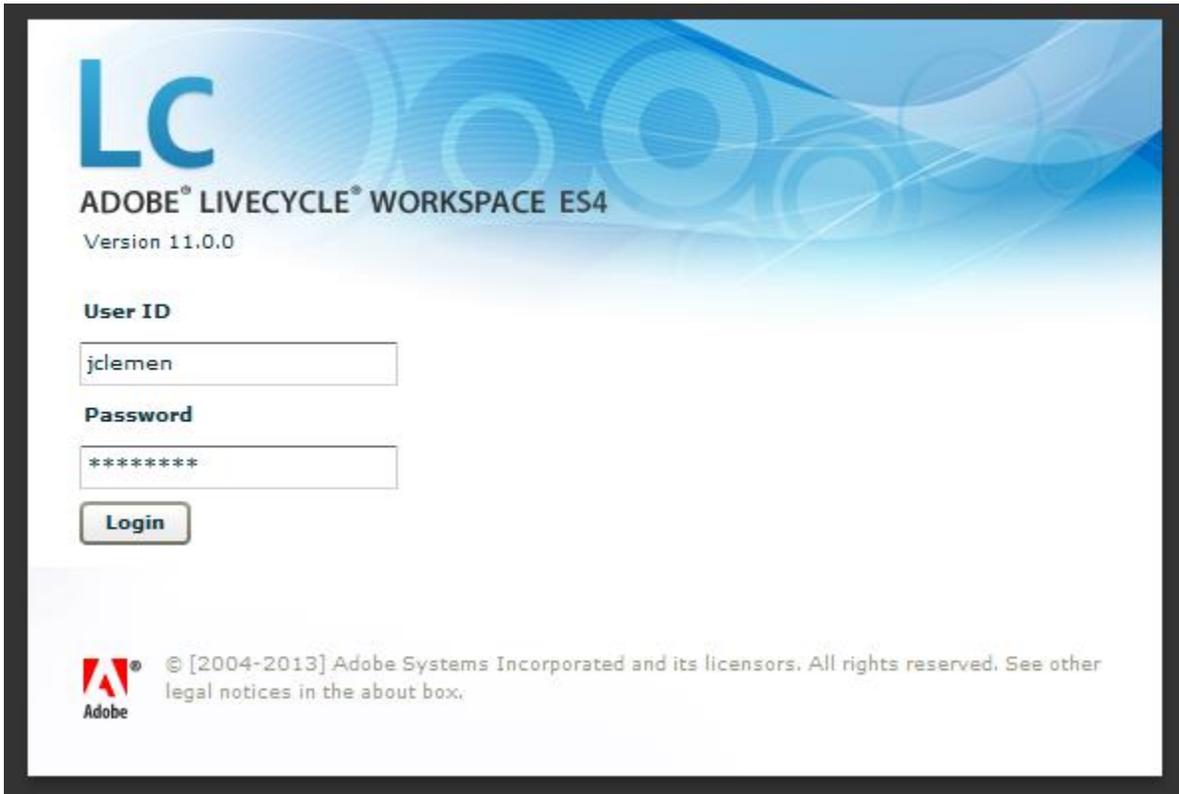
You will receive a confirmation of your A&A account with information to be used in Step 2.

If you currently have an Enterprise A&A account to access other State of Iowa applications, that username (first.last@iowaid) and password will be used to access SIIMS. Please complete the form(s) found under the forms section that pertain to your role with SIIMS.

**Step 2**

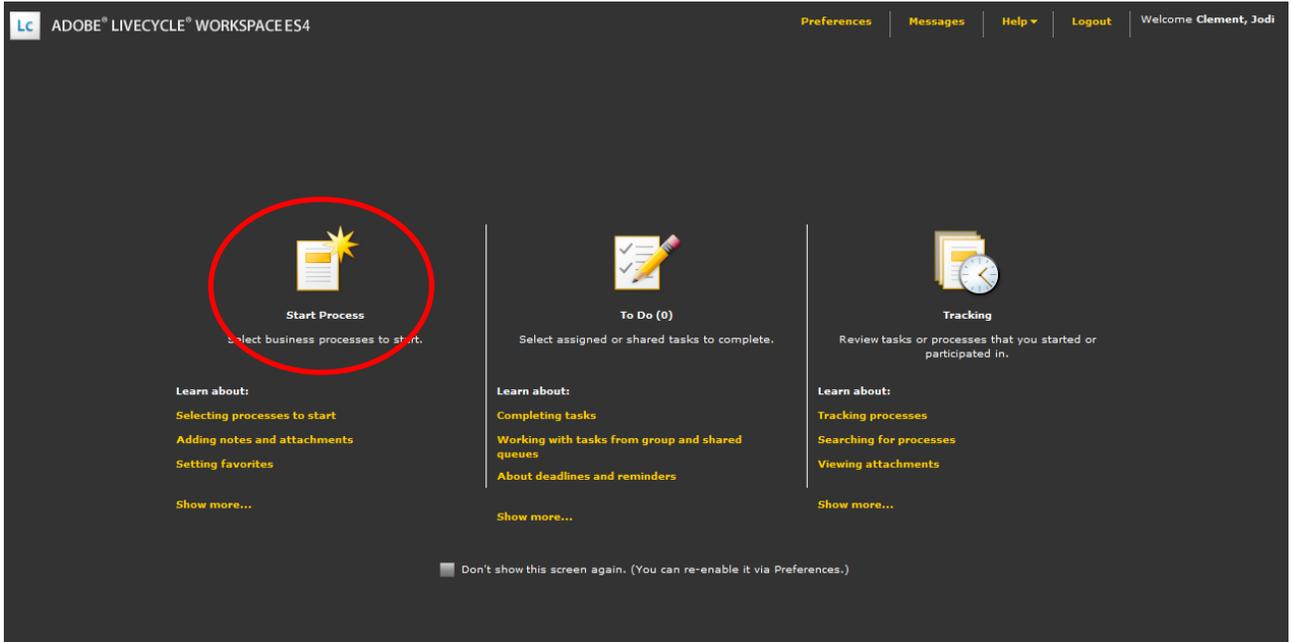
The image below depicts the log in page to enter the Form 107 process within Adobe Live Cycle.

2. YOU WILL ENTER THE SAME LOG IN AND PASSWORD THAT YOU USE FOR SIIMS (Enterprise A&A Account ID).



**\*If you do not have a User ID and Password for SIIMS, select the following link:**  
<https://siims.iowadot.gov/default.aspx#> and click *“Register for a username and password from the State of Iowa Enterprise A&A Web site.”* If you have questions regarding this process, please contact Annette Jeffers in the Bridges & Structures Office at 515-239-1079 or [Annette.Jeffers@iowadot.us](mailto:Annette.Jeffers@iowadot.us).

After successfully logging in to Adobe Live Cycle, you will be brought to the front page:

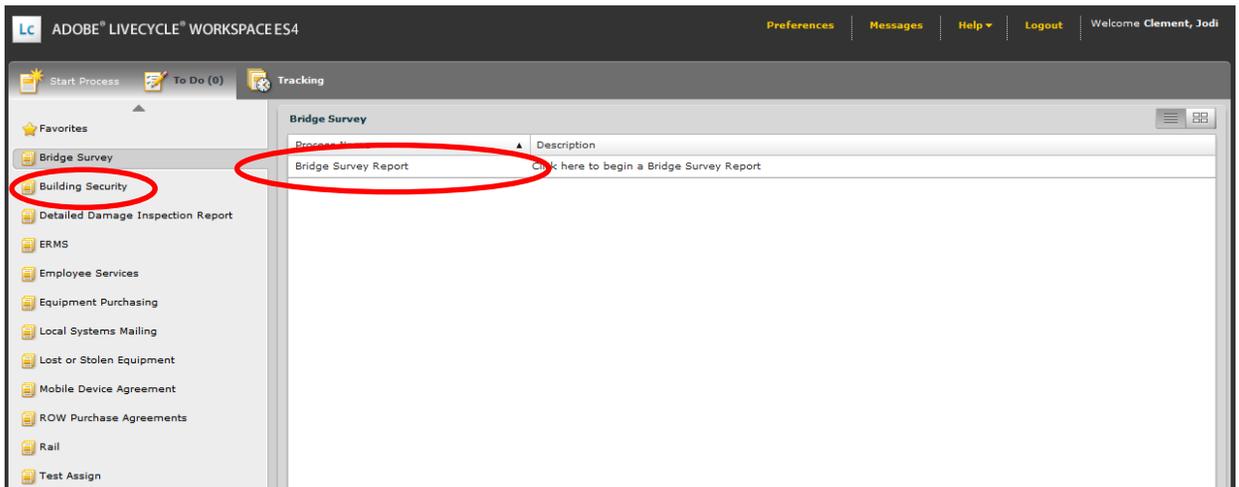


3. Click “Start Process”

- You will not have “To Do” Items unless a form has been rejected and needs further review and/or possible re-submission.
- You may use “Tracking” to see your submitted form’s current status in the process.

4. After selecting “Start Process”, the following screen should be displayed. Click “Bridge Survey” from the list on the left side of your screen.

5. Then, double click within the line that states: “Click here to begin a Bridge Survey Report”



6. Select the box indicating the bridge owner of the bridge you are reporting:



Iowa Department of Transportation

Form 220023 (9-12)

Performance & Technology Division  
800 Lincoln Way Ames, IA 50010

## Bridge Survey Report (Form 107)

Form questions should be directed to:  
Jodi Clement at 515-233-7741  
or Jodi.Clement@dot.iowa.gov

Bridge Owner (Item 22)

County    City    Other

*Please determine structure type before continuing.*

7. Select one of the following options: New Bridge, Replacement, or Removal.



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Bridge Owner (Item 22)

County    City    Other

New Bridge  
(new location)    Replacement  
(same location)    Removal

8. Enter the existing FHWA number for any replacements or removals. For new bridges, please do not assign your own FHWA number to the bridge, leave this area blank.

- When you enter the original FHWA number for Replacements, the form will pre-populate with data associated with that structure. It is imperative to add the new length and year built for the replacement structure. A new FHWA number will be assigned to you through the approved form.
- When you enter the FHWA number for Removal, you will need to state why the bridge is being removed. You will not be able to alter the length of the structure if it has changed as you are only removing the structure and the data we have regarding that particular structure.
- For new structures, leave the FHWA number field blank. The Structure Data Maintainer will assign this number and report it back to you through the approved form. Please complete all other fields on the form.

9. Click "Complete" on the bottom right hand corner of the screen when you are finished with the form. This will apply your electronic signature and route it to the Structure Data Maintainer for approval.

You will receive an email confirmation with every submission, completion or rejection. If you do not receive a confirmation email, please contact Jodi Clement in the Office of Analytics at 515-233-7741 or [Jodi.Clement@iowadot.us](mailto:Jodi.Clement@iowadot.us).

Once your form has been approved by the Structure Data Maintainer, you will receive a notification email that your form has been approved and a new FHWA number will have been assigned for all New and Replacement bridges.

10. The FHWA requires that all fields in the structure inventory and appraisal inventory be completed. The data can be entered by either completing an initial inspection from the SIIMS Inspection Website or editing the Central Database Values from the SIIMS Manager Website. The required NBI data must be completed within 30 days of the notification of a new FHWA bridge number.

**\*If a submission is not accepted by the Structure Data Maintainer they will “Cancel” the form. You will be notified your form was cancelled and remarks regarding the submission will be found in the Performance & Technology Division Comments Box.**

Facility Carried (Item 7) \_\_\_\_\_ Are you the Bridge Owner?  Yes  No  On Behalf Of

Feature Intersected (Item 8) Main Street Bridge Owner John Smith

Copper Creek Are you the Program Manager?  Yes  No  On Behalf Of

Minimum Vertical Clearance OVER Structure (Item 53) \_\_\_\_\_ 15 ft \_\_\_\_\_ 7 in

Minimum Vertical Clearance UNDER Structure (Item 54) \_\_\_\_\_ ft \_\_\_\_\_ in

For complete instructions on filling out this form, see the "County & City Engineer's Form 107 Instruction Guide" at the following location: <https://siims.iowadot.gov/Form107InstGuide.pdf> or by clicking [here](#).

For further reference on filling out the above form with item numbers indicated, please see the NBI Guide.

**IMPORTANT NOTICE:**

The FHWA requires that all fields in the structure inventory and appraisal inventory be completed. The data can be entered by either completing an initial inspection from the SIIMS Inspection Website or editing the Central Database Values from the SIIMS Manager Website. **The required NBI data must be completed within 30 days of the notification of a new FHWA bridge number.**

**NBI Structure (Item 112) :**

**\*A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measure along the center of the roadway of more than 20 feet between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.\***

Performance & Technology Division Comments

\_\_\_\_\_

Approvals:

Jodi Clement 09-28-2012

(Bridge Owner / Program Manager) (Date)

\_\_\_\_\_  
(IDOT - Performance & Technology Division) (Date)

**\*\*If your form is rejected by the Structure Data Maintainer you will be notified and remarks regarding the submission will be found in the Rejection Comment Box. You may resubmit the form with changes or you may choose to “Cancel” the form yourself to close it out.**

 Iowa Department of Transportation  
Form 220023 (9-12)  
Performance & Technology Division  
800 Lincoln Way Ames, IA 50010

## Bridge Survey Report (Form 107)

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Jodi Clement at 515-233-7741  
or Jodi.Clement@dot.iowa.gov

Rejection Comments

\_\_\_\_\_

Bridge Owner (Item 22)

County  City  Other

New Bridge (new location)  Replacement (same location)  Removal

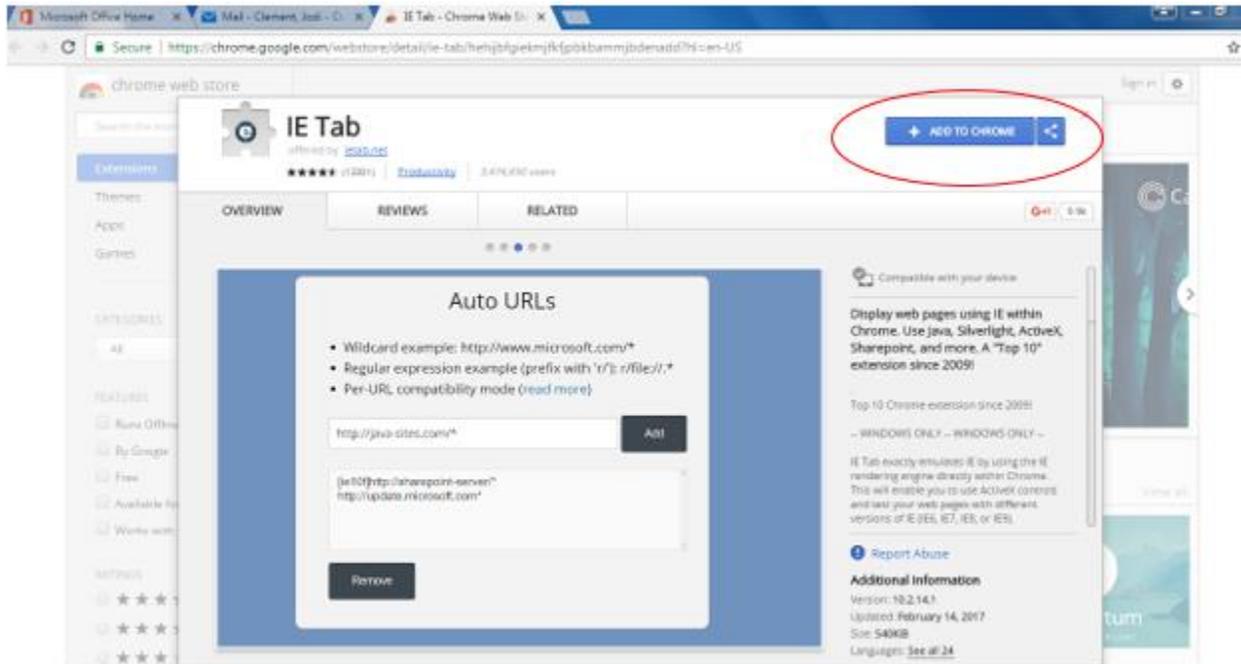
\*Adobe Live Cycle will only operate within Internet Explorer. This has caused issues for many users of this product.

If you use Chrome, please follow the below instructions to add the IE tab extension within Chrome and eliminate the need to use Internet Explorer.

- Follow this link:

<https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfjpbkbammjdenadd?hl=en-US>

- Click the "Add to Chrome" blue button:



- Click "Add to Chrome"

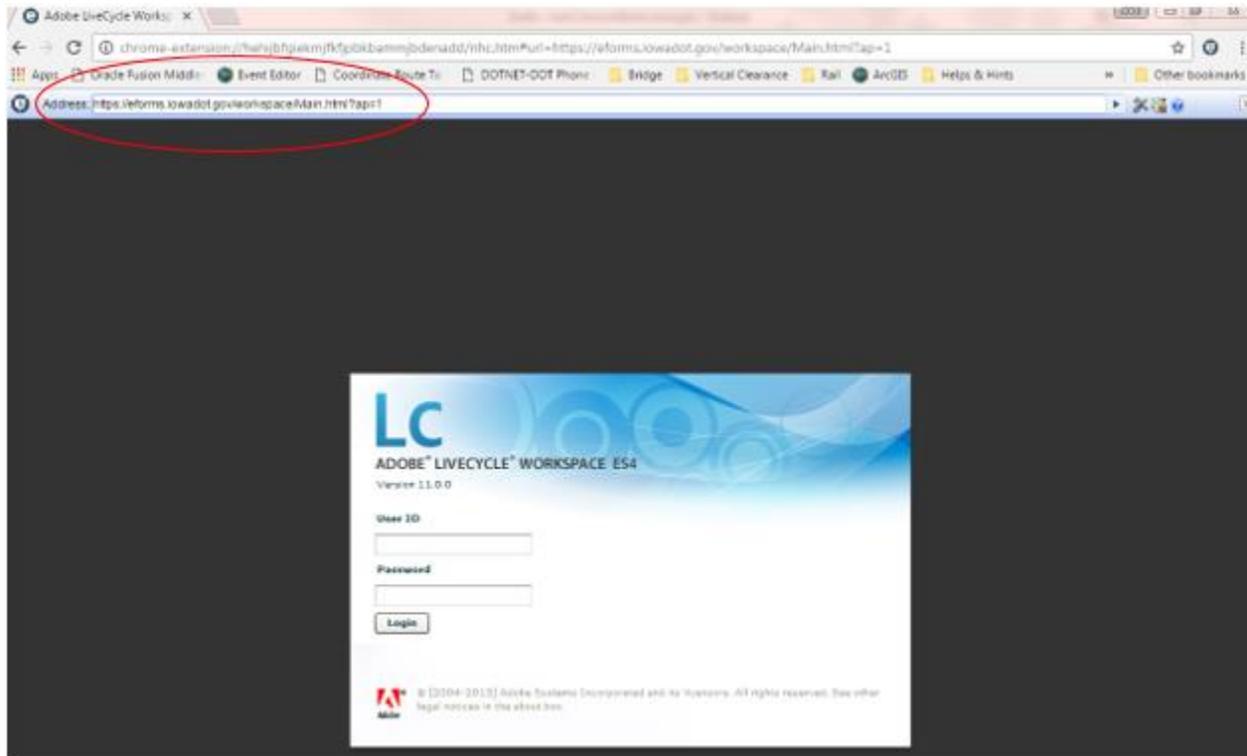
**YOU DO NOT NEED TO CLICK START DOWNLOAD OR PAY FOR ANYTHING!!! FOLLOW THE NEXT STEP:**



You can now visit or click on your bookmark for the 107 Form:  
<https://eforms.iowadot.gov/workspace/Main.html?ap=1>

Then click on the "e".

This will open the Adobe Live Cycle application for you in an Internet Explorer address bar beneath the Chrome address bar.



Therefore, in the future, simply visit the Adobe Live Cycle website and click the "e" and you should be able to complete the form without having to use Internet Explorer.

\*\*\*If you would like this site to always open with the IE tab (and not have to click the blue "e"), follow these instructions:

- Right click on the "e"
- Select : "IE Tab Options"
- Select "Options"
- Scroll down to the "Auto URLs" section
- Paste 107 form website link in the box
- Click "Add"

### Auto URLs

- Wildcard example: `http://www.microsoft.com/*`
- Regular expression example (prefix with 'r/'): `r/file://.*`
- Per-URL compatibility mode ([read more](#))

- Close tab

The next time you visit the site it should automatically open within the IE Tab of Chrome.